



JOB ANNOUNCEMENT – COMMUNICATIONS COORDINATOR

ORGANIZATION: Korean Community Services of Metropolitan New York, Inc.
POSITION TITLE: Korean & English Bilingual Communications Coordinator (Full-Time)
DEPARTMENT: Communications/HQ
REPORTS TO: Senior Development Manager

ABOUT THE ORGANIZATION: Founded in 1973, Korean Community Services of Metropolitan New York (KCS) is a 501(c)(3) nonprofit organization that centers the economic empowerment, social well-being, and health and wellness of the Korean American and larger immigrant community. We are a social service organization specializing in the areas of Aging, Education, Immigration, Mental Health, Public Health & Research, and Workforce Development.

ABOUT POSITION: The Communications Coordinator will support the Communication Team in developing and implementing the organization's internal and external communications strategies. The ideal candidate is well-versed in digital and grassroots communications and has excellent project management, problem-solving, and communication skills. Most importantly, we are looking for someone with a genuine interest in social issues impacting our community and a strong desire to learn and help drive our mission forward.

RESPONSIBILITIES:

- Assisting with the development and implementation of KCS' communications strategy
- Helping to grow and maintain KCS' digital media presence and ensure that all content is consistent with our messaging
- Drafting and editing content and collateral for program marketing and fundraising campaigns as needed
- Drafting and finalizing the creation of copy and visual assets to help KCS establish greater consistency of messaging and identity
- Assisting with the planning, updating, and maintenance of the editorial calendar
- Updating our media list and helping to build relations with local press contacts
- Coordinating meetings and liaising with program staff to draft work plans and providing support as required in developing marketing and outreach strategies
- Working with program staff to determine measurable outcomes and tracking data needed to support the Development Team's fundraising efforts
- Assisting with producing the annual Impact Report
- Assisting with identifying and improving communications functions and workflow to ensure that our activities are consistent with our Communications Guidelines
- Tracking, recording, and reporting analytics for social media and other digital assets to generate insights to inform communications strategies and to support program staff in meeting communications deliverables

HEADQUARTERS
(ADULT DAYCARE
EDUCATION | HR
IMMIGRATION)
203-05 32nd Ave
Bayside, NY 11361
Phone: 718-939-6137

**FLUSHING OLDER
ADULT CENTER**
42-15 166th St
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Phone: 718-886-8203

**CORONA OLDER
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**PUBLIC HEALTH AND
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315 Fifth Ave, #705
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2460 Lemoine Ave. #400P
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Phone: 201-988-2597
103-04 39th Ave. #103,
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Phone: 917-396-4149

**WORKFORCE
DEVELOPMENT**
325 West 38th St, #1107
New York, NY 10018 Phone:
929-300-8630,
929-341-8302

**MENTAL HEALTH
CLINIC**
42-16 162nd St, 2nd Fl
Flushing, NY 11358
Phone: 718-366-9540



- Attending staff meetings, organization-wide events, and outreach events as necessary (able to attend evening and weekend events)

QUALIFICATIONS:

- Bachelor's Degree with at least one year of experience in communications, marketing, journalism, nonprofit or related work
- Enthusiasm and affinity for KCS' mission, as well as an interest in social issues that impact the Korean American and wider immigrant community
- Must be Korean and English bilingual
- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign) and other relevant design tools.
- Strong portfolio showcasing a range of design work, including digital and print materials.
- Excellent understanding of design principles, typography, color theory, and layout techniques.
- Proficiency with social media and other digital communications tools, such as: Facebook, Instagram, Twitter, Constant Contact, Canva, Microsoft, Google Suite etc.
- Experience with Wordpress or basic website maintenance highly desired, but not required
- Exceptional communication skills (written and verbal) with a passion for storytelling
- Must be a team player, who is also able to work well independently
- Excellent project management and interpersonal skills
- Ability to cultivate and nurture relationships with diverse stakeholders
- Sense of humor, flexibility and a "no job is too big or too small" attitude

COMPENSATION:

The salary range for this position is \$46,000.

KCS offers a benefits package that includes employee health insurance covered by the organization, simple IRA plan with match, access to professional development opportunities, and additional benefits.

HOW TO APPLY:

To apply please email your resume, cover letter, and your best writing & graphic sample to ycho@kcsny.org, chloe@kcsny.org, and davidyoon@kcsny.org.

Subject line: "Communications Coordinator - [FULL NAME]"

You are encouraged to attach or include a link to a blog, portfolio of work, or other projects that speak to your qualifications for this position.

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